



## TENDER DOCUMENT

### FOR

ENGAGEMENT OF LABOUR CONTRACTOR TOWARDS ENGAGEMENT OF LABOURERS  
ON JOB CONTRACT & MANDAYS BASIS

AT

**SAMBALPUR DAIRY, GOSALA, SAMBALPUR.**

Submission of Filled in Tender Document: Up to 1400 Hours Dtd. 27.12.2019

Opening of Tender : 1500 Hours Dtd. 27.12.2019

Name of the Tenderer :

Address : -----  
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Telephone No. :

FAX No. :

E-Mail No

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS FEDERATION LTD., OMFED, D-2,  
SAHEED NAGAR, BHUBANSWAR-751007,  
Ph.No.(0675)2540273/2546030/2540417/2546121, Website :www.omfed.com,  
email:omfed@yahoo.com, omfed@omfed.com**

**COST - Rs.1000.00 + GST 12%**

**GSTIN-21BBNO00122D1DB**

**TENDER NOTICE FOR ENGAGEMENT OF LABOUR CONTRACTOR**  
**AT SAMBALPUR DAIRY**

Sealed tenders are invited from registered and experienced Labour Contractors for engagement as Labour Contractor to perform different works on Job Contract Basis & Mandays basis at Omfed Sambalpur Dairy, Goshala, Sambalpur for a period of 3(three) years. Filled in tenders shall be accepted up to 1400 Hours dtd. **27.12.2019** & shall be opened on the same day at 1500 Hours. For details, please visit our website [www.omfed.com](http://www.omfed.com). Interested bidders may visit our website for further addendum, corrigendum etc. if any from time to time as it will only appear in the official website and not any other media including news paper. OMFED reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Plant Manager,  
Omfed Sambalpur Dairy

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.**  
**D/2, SAHID NAGAR, BHUBANESWAR – 751 007**

**TENDER DOCUMENT**

1. Engagement of Labour Contractor for performing additional job/hourly works at OMFED Sambalpur Dairy for the year 2019-20 to 2021-2022.
- a) Available of Tender Document - OMFED Corporate Office, D-2, Saheed Nagar, Bhubaneswar up to **1300 hrs** of **dt. 27.12.2019** on payment of Rs.1120/- (including 12% GST) only in cash on working days. This can also be downloaded from website [www.omfed.com](http://www.omfed.com). A separate Demand Draft of Rs.1120/- shall be submitted by the Tenderer in case of downloaded tender document.
- b) Last date, time and place for submission - **1400Hours dt.27.12.2019 at OMFED**, Corporate Office, of Tender Document D-2, Saheed Nagar, Bhubaneswar
- c) Date and time for opening of Tender :
- (i) Technical Bid - **1500 Hours dt.27.12.2019**
- (ii) Financial Bid of eligible Bidders - **1600 Hours dt.27.12.2019**
- d) Contract period - 03 years (The contract shall be renewed after successful Completion of each year)
- e) Likely date / month of Commencement of Contract - **01.02.2019**
- g) If any of the above scheduled date is declared as holiday for the Federation, the said programme will be held on next working day at same time & venue.

OMFED reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

**Signature of Bidder**  
**Seal & Date.**

## **ELIGIBILITY CRITERIA OF BIDDER**

- 1) The Company /Firm/Agency shall have been registered with the appropriate Registration Authority
- 2) The Firm / Agency should be registered under the following appropriate authority.
  - a) Labour license from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
  - b) Employees Provident Fund Organization.
  - c) Employees State Insurance Corporation.
  - d) Income Tax
  - e) Goods & Services Tax
- 3) They should have their own Bank Account.
- 4) The Firm / Agency must be financially sound. The minimum turnover of Rs.50 (Fifty) lakhs per annum for the last year as per audited statement of accounts.
- 5) The accounts of the Firm should have audited financial statement for consecutive 3 years i.e. for the year 2016-17, 2017-18 and 2018-19.
- 6) The Firm/Agency should have updated IT Return for the financial year 2018-19.
- 7) The Firm / Agency must have at least 3 years of experience for engagement of workers in reputed organization of Odisha /other State.
- 8) Details of Managerial, Supervisory & Other staff should be provided.
- 9) The bidder should not have been blacklisted at any time by any Registration.

## SCOPE OF WORK AND GENERAL TERMS & CONDITIONS:

The Odisha State Cooperative Milk Producers' Federation Ltd., Bhubaneswar requires the services of reputed, well established and financially sound Labour Contractor to provide labour and perform works on job contract basis at Omfed Sambalpur Dairy, Gosala, Sambalpur having milk processing of 55000 to 60000 thousands litres and production of milk products per day.)

1. The quantity is likely to vary depending upon the requirement.
2. The rates quoted should be inclusive of all statutory requirements like PF, ESI etc.
3. The Contractor will be liable to comply to all the statutory requirements under various Acts & Rules framed there under.
4. The tender document should be signed by the authorized signatory with name & seal of the firm at the bottom of all pages.
5. Jobs have to be carried out strictly as per instruction of Plant Authority/his representative.
6. Job has to be completed within schedule time.
7. Payment to the Contractor shall be made once in a month on submission of bill in triplicate.
8. No payment shall be released if work performance is unsatisfactory.
9. Labourers deployed should maintain strict discipline as per rules in the Plant premises.
10. Successful bidder will be communicated to deposit interest free Security Deposit of **Rs.2,00,000.00 (Rupees two lac Only)** within seven working days of such communication. If the bidder fails to deposit the Security Deposit within 7 working days, OMFED reserves the right to reject his bid unless the date line for deposition of Security Deposit is extended by OMFED for any valid reason. The Security Deposit will be retained for the period of the Contract and is refundable without any interest after the period of contract is over unless forfeited in case of breach of agreement. On deposition of the Security Deposit within the prescribed date line, an agreement will be signed between the bidder and OMFED to undertake this work. No payment can be released to the bidder unless this agreement is signed.
11. All required materials, to execute the job, shall be supplied by the Plant except tools and tackles.
12. The Contractor shall provide Identity Card and Wage Card to each worker at his cost as required under the Contract Labour (Regulation & Abolition) Act, 1970 read with Orissa Rules under the said Act.
13. Credential/Certificates in support or experience to be furnished with the offer.
14. If a firm quotes "NIL" charges/consideration, the bid shall be treated as unresponsive and will not be Considered.
15. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organisation due to reasons whatsoever shall not be eligible to participate in the Tender.

16. Offer without EMD of **Rs.20,000.00** in shape of Demand Draft in favour of **OMFED** payable at **BHUBANESWAR** will not be taken into consideration.
17. The Technical Bid and Financial Bid shall be submitted in two separate sealed cover. The above two sealed Bids should be submitted in a sealed cover superscribing “**TENDER FOR ENGAGEMENT OF LABOUR CONTRACTOR AT OMFED SAMBALPUR DAIRY**” **DUE ON 27.12.2019.**
18. Tenders filled in all respect must be sent by Regd. Post/ Courier/ Person to reach Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar on or before **1400 Hours dtd.27.12.2019.** Incomplete tenders and tender received after specified time shall not be accepted. Omfed shall not be responsible for any type of delay in arrival of tender. Once tender is accepted cannot be allowed for withdrawal.
19. The tenders will be opened by a Committee at **1500 Hours dtd.27.12.2019** at **Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar** in presence of interested Tenderers/ their authorized representatives.
20. The Financial Bid of only those tenderers will be opened, whose Technical Bids are found in order. The Financial bids shall be opened at 1600 Hours **dtd. 27.12.2019** at **Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar**, in the presence of the representatives of the Labour Contractor, if any, who wish to be present on the spot at that time.
21. EMD of successful bidder will be adjusted towards security deposit. The EMD of unsuccessful bidder shall be refunded within one month of finalization of order.
22. If any party is awarded with the work, but does not carry out the work, his Security Deposit/EMD shall be forfeited.
23. If the tenderer does not meet statutory documents to the satisfaction of the management as stipulated above, Competent Authority shall reserves the right to reject the tender outright at the time of opening of tender.
24. The Omfed Management is at liberty to relax the eligible criteria if feel necessary considering the nature of work.
25. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
26. An Agreement shall be signed with the successful bidder as per specimen enclosed.
27. Counter terms and conditions will not be accepted.
28. **ESCALATION CLAUSE :**  
If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the minimum wage plus statutory contribution shall be increased prorata basis accordingly with same rate with all statutory dues, excluding agency charges, which shall be as under. If minimum wages increase within the contract period, the minimum charges shall be increased keeping constant the agency charge at same amount i.e. the agency charges shall be on old rate.
29. **Penalty:**  
In the event of bidder fails to execute the work within the schedule period, OMFED reserves the right to impose the penalty as decided by the Authority and also forfeit the EMD/Security Deposit.

### **30. Payment:**

Monthly Bill along with proof of payment and other documents as stated below has to be raised by the Contractor after Payment of monthly Wages to the Labourer after deducting EPF deduction from the Labourer by 7<sup>th</sup> day of the every succeeding month and Sambalpur Dairy will release the Payment within 5 days of receipt of Bill.

- i. Attendance Sheet & wage card for the month
- ii. Last month EPF deposit ECR & ESI deposit Slip with list of employees as proof of deduction & Deposit.
- iii. Last month GSTR-1 copy.
- iv. Self declaration by the Contractor that rest of the dues like bonus, leave salary and N & F holiday Payment are paid in time.

The contractor payment shall be released after withholding/deducting statutory payment i.e. Employer EPF & ESI Contribution, Bonus, Leave Salary & N&F Holiday payment. Employer EPF & ESI Contribution and GST shall be paid by Sambalpur Dairy after deposit made by the Contractor with appropriate authority in due time and on submission of claim in this regards with proof of all documents/payment. Bonus, Leave Salary & N&F Holiday payment shall be released after payment made by the Contractor to the labourer engaged and on submission of claim in this regards with proof of all documents/payment.

### **31. Disputes:**

- i) The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute if not resolved by mutual negotiation.
- ii) Legal dispute if any, concerning to this supply shall be subject to such courts as exercising civil Jurisdiction over Bhubaneswar.

### **TECHNICAL BID REQUIREMENTS FOR THE TENDERING LABOUR CONTRACTOR TOWARDS LABOUR CONTRACT AND WORKS ON JOB CONTRACT.**

#### **Documents required:-**

- i) Filled in tender application.
- ii) Original Money Receipt of Tender Purchase Form cost of **Rs.1120/-** or Demand Draft.
- iii) EMD of **Rs.20,000.00** in shape of Demand Draft in favour of **OMFED, payable at Bhubaneswar**
- iv) Photocopy of valid Labour License obtained from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
- v) a) Photo copy of Valid EPF Code No. & ESI Code No.(wherever applicable) if the said area comes under Notified Area.  
b) GST No.  
c) Income Tax Pan No. & latest IT Return for the financial year 2018-19.
- vi) Experience certificate, if any, for engagement of workers in reputed organization in Odisha during last 3 years.
- vii) Other statutory requirement as per prevailing law.
- viii) Proof of Audited financial statement for consecutive 3 years shall be furnished.
- ix) Copy of Monthly ECR for EPF & ESI deposit slip from April'2019 to Till date.

**APPLICATION – TECHNICAL BID  
FOR ENGAGEMENT OF LABOUR CONTRACTOR TOWARDS WORKS ON JOB CONTRACT AT  
SAMBALPUR DAIRY.**

1. Name of Tendering Contractor : \_\_\_\_\_
2. Cost of Tender Paper : Rs. \_\_\_\_\_ (Original D/D or M/R is to be enclosed.)
3. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ date \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_.
4. Name of Proprietor / Partner / Director : \_\_\_\_\_  
along with proof as authorized person \_\_\_\_\_  
to sign the document & deed etc. \_\_\_\_\_
5. Full Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_
- Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_
6. Full address of Operating / Branch : \_\_\_\_\_  
Office. \_\_\_\_\_  
\_\_\_\_\_
- Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_
7. Name & telephone no. of Authorised : \_\_\_\_\_  
Officer / person to liaise with Unit(s)
8. Banker of the Contractor : \_\_\_\_\_  
(Attach certified copy of statement of  
A/c for the last three years)
9. Details of the License. : \_\_\_\_\_  
(Valid labour contract license obtained  
From competent authority  
Xerox and attested copy to be enclosed)

**Signature of Bidder**



10. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)
11. GST Registration No. : \_\_\_\_\_  
(Attach attested copy)
12. E.P.F Registration No. : \_\_\_\_\_  
(Attach attested copy)
13. E.S.I Registration No. : \_\_\_\_\_  
(Attach attested copy)
14. Financial turnover of the tendering **Contractor** for the last 3  
Financial Years.

<b>Financial Year</b>	<b>Amount (Rs. Lacs)</b>	<b>Remarks, if any</b>
2016-17		
2017-18		
2018-19		

16. Additional information, if any: (Attach  
separate sheet if required)

**Signature of Bidder**

Name :

Seal :

Date:

Place:

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director / authorized signatory of M/s. \_\_\_\_\_, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Bidder

Name:

Seal :

Date :

Place:

**APPLICATION – FINANCIAL BID**  
(To be filled up and submitted for works on Job contract basis)

**SCHEDULE-A**

**Jobs to be carried out at Omfed Sambalpur Dairy**

Sl.No	Item	Appx. Volume of work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory contribution (*)	Service charge (Absolute amount)
1	2	3	4	5=(3X4)	6	7=(6)* 32.76%	8
1.	Ancillary job pertaining to collection of Milk pouches.	50000 Ltrs.	Rs. /1000 Ltrs. Milk.				
2	Ancillary Job pertaining to preparation of Sterilized Flavoured Milk.	500 Bottles.	Rs..... /Bottle				
3.	Ancillary job pertaining to Paneer Production	<b>500 Kgs</b>	Rs...../ Kg.				
4.	Ancillary job pertaining to Production of Chhenapoda	20 Kgs.	Rs..... /Kg.				
5.	Ancillary job pertaining to Production of Plain curd in cup.	100 Kgs.	Rs...../ Kg.				
6.	Ancillary job pertaining to Production of Sweet Curd in cup.	200 Kgs.	Rs...../ Kg.				
7. (a)	Ancillary Job pertaining to Production of Lassi (Seasonal)	20,000 pouches	Rs..... /pouch				
7 (b)	Ancillary Job pertaining to Production of Butter Milk (Seasonal)	2000 Pouches.	Rs. /pouch.				

**Signature of Bidder  
Seal & Date**

Sl.No.	Item	Appox. Volume of work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory contribution (*)	Service charge (Absolute amount)
1	2	3	4	5=(3X4)	6	7=(6)* 32.76%	8
8.	Ancillary job pertaining to Production of Pouch Curd.	2000Kgs.	Rs...../ Kg.				
09	Ancillary Job pertaining to production of Rabidi.	100 Kgs.	Rs..... /Kg/				
10	Ancillary job pertaining to production & Packing of Khoa	20 Kgs.	Rs...../ Kg.				
11.	Ancillary job pertaining to production & Packaging of Ghee.	400 Kgs	Rs...../ Kg.				
12.	Loading & unloading	0.5 MT.	Rs..... /MT.				
13.	Engagement of un-skilled labour on time rate (per hour/per head) as per requirement of Plant	456 hours	Rs..... /Hour.				

N:B: Detail description of works furnish in page:

**Signature of Bidder  
Seal & Date**

**APPLICATION – FINANCIAL BID**  
(To be filled up and submitted for works on Job contract basis)

**SCHEDULE-B**

**Jobs to be carried out at Ice Cream Plant:**

Sl.No.	Item	Appox. Volume of work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory contribution(*)	Service charge (Absolute amount)
1	2	3	4	5=(3X4)	6	7=(6)* 32.76%	8
1.	Ancillary job pertaining to preparation of Mix, packing of Ice Cream in cups/cones/packets.	200 Ltrs.	Rs. / Ltr.				
2.	Ancillary job pertaining to packing of Ice Cream in cups/cones/packets.	100 Ltrs.	Rs...../ Ltr.				
3.	Ancillary Job pertaining to packing of Candy/Lollies.	100 Ltrs..	Rs..... /Ltr.				

**Signature of Bidder  
Seal & Date**

**N.B:**

- (1) The Bidders shall quote the rate of jobs considering the Minimum Wage applicable to an Un-skilled worker.
- (2) All the jobs are co-related; selection of lowest bidder shall be decided considering the total sum of all jobs. For this purpose, the bidder has to quote for all jobs. Rate quoted partially shall be summarily be rejected.
- (3) Two digit after decimal should be considered in the calculation sheet.
- (4) The contractor shall ensure deposit of all statutory dues as mentioned below, along with applicable GST and on production of deposit evidence, the dues of the contractor shall be released in the said regard.
- (5) Illustration for calculation of quoting rates furnish in page: 14

**BREAK UP OF STATUTORY CONTRIBUTIONS .**

Sl.No.	Particulars	Other	Percentage
1	P.F. Employer Contribution	-	13%
2.	E.S.I. Employer Contribution	-	03.75%
3.	Bonus	-	08.33%
4.	Leave Salary	18 days annual	5.66%
5.	N & F Holidays	08 days annual	02.52%
	<b>Total</b>		<b>32.76%</b>

**ESCALATION CLAUSE:-**

If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the column value at (6) shall be increased pro-rata basis accordingly with same rate with all statutory dues, excluding service/agency charges, which shall be as under.

- i. If minimum wage increases within the contract period of engagement, the column value at (6) shall be increased accordingly.
- ii. On such increase, statutory contributions as applicable from time to time, the column value at (7) shall be changed and reimbursement on production of documents as proof of deposit.
- iii. There shall be no change in the service charge i.e. the column value at (8) remain constant during the contract period.
- iv. GST as applicable from time to time shall be released /paid on production of deposit evidence.

N.B: Quantity of production & number of labour to be engaged shall be decided by the Plant Manager as per his requirement form time to time.

**Signature of Bidder  
Seal & Date**

**ILLUSTRATION FOR CALCULATION OF QUOTING RATES**

Sl.No	Item	Appx. Volume of work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory contribution (*)	Service charge (Absolute amount)
1	2	3	4	5=(3X4)	6	7=(6) *32.76%	8
1	Collection of Milk Pouches:	20000 Ltr.	Rs.87.29/1000 ltrs	1745.80	65.00	21.29	1
2	Production & Packing of sterilized Flavoured Milk	1000 Bottles	Rs.1.73/Bottle	1730.00	0.55	0.18	1
3	Production & packing of Paneer	100 Kgs	Rs.1.46/Kg.	146.00	0.35	0.11	1
04.	Production & packing of Candy/Lollies Ice Cream	50 crates	Rs.10.29/ Carton	514.50	7.00	2.29	1
06	Engagement of unskilled labour on time rate(per hour/per head/	100 Hours	Rs.50.45/Hour	5045.00	37.25	12.20	1
	<b>TOTAL</b>			<b>9181.30</b>			

**N.B-Two digit after decimal should be considered in the calculation sheet.**

**Signature of Bidder  
Seal & date**

**DETAIL DESCRIPTION OF WORK AT SAMBALPUR DAIRY**  
**(Under Job Schedule)**

**SCHEDULE-A**

**(A) POLY PACK SECTION:**

**Ancillary job pertaining to Production, Storage & despatch of Milk Pouches:**

- Prior to operation, the poly pack machine (inside & outside), pipelines, valves, overhead tank etc. are to be cleaned properly.
- Plastic crates are required to be washed & cleaned properly before starting of the production. If these are found un-cleaned/dirty even after washing, then no payment on this job shall be released.
- Collection of all required raw materials. Crates & packing materials from store/ anywhere in the plant premises/stored at different sub stores to work place.
- Collection of Milk pouches from the poly pack machines heads and sorting the same in the properly washed and cleaned plastic crates of 10 ltrs. Capacity each.
- Transfer of leaky pouches, short weight, excess weight, market returned damaged pouches, not printed/coded pouches etc. to the leaky cutting point and cutting of such pouches, segregation of good pouches and storage of good pouches in cold store. This process shall continue till each of the production despatch in "A", "B" & "C" shift.
- Transfer of milk pouch filled crates through the conveyer/crate trolley to the cold store and stacking properly.
- Transfer of milk pouches in crate from cold store on FIFO basis to despatch dock.
- Milk pouches in crates not delivered and available at dock should be transferred to leaky points in a continuous manner.
- Segregating of good pouches if available should be washed in chilled water, stacking in clean crates and to be stored in cold store.

**Signature of Bidder**  
**Seal & date.**



- Cleaning of work place, cold store, dock and nearby leaky tank before transfer of milk at the beginning of work and after completion of the job.
- Required manpower should be provided for assisting Plant Operator(s) starting from receipt of milk from Silo to till despatch covering all poly pack section.
- Whenever any crate(s) required manual cleaning due to excess dirty and not possible to clean by crate washing machine, cleaning of such dirty crates after separation from clean crates on the dairy dock will be taken up manually with brush and detergent to be provided by Plant. Rinsing of the cleaned crates with raw water & stacking the same on the dock near the P.P.machines and cleaning of the work place after completion of the jobs. All such cleaning activities to be carried out by the instruction of supervising staff available at the dock.

**(B) PRODUCTION SECTION:**

Following products will be produced either regularly or occasionally as per requirement/day.

- Plain Curd: In Cups (400g,200g,100g)(Approx: **100Kgs/day**) in cartons.
- Sweet Curd: In cups of different size and packed in carton(Approx **200- Kgs./day**)
- Lassi: In pouches and to be bagged (Approx.**20000/pouches/day**) 50 pkts/bag.
- BMS: In pouches and to be bagged (Approx-**2000 pouches/day**) 50 pkts/bag).
- WMC: In pouches and to be packed in crates/cartons(Approx.**2000 pouches/day**)
- Rabidi: In cups and to be packed in cartons( Approx-**100 Kgs/day**)
- Khoa: In different pouches and to be packed in Cartons (Approx-**20 Kgs/day**).
- Paneer: In vacuum packing/machine packing packing board packets & cantoning (Approx-**500 Kgs./day**).
- Chhenapoda: In vacuum packing/board pockets & carton (Approx-**20 Kgs/day**).
- SFM:- In 200 ml. Bottles & cartons (Approx: **500 bottles/day**)
- Ghee: In different size(200,500,1000)ml.Jar/Tin and packed in Cartons/ (Approx.**400 Kgs/day**)

**Approximate quantity may vary from season to season.**

**Details job description of individual milk products.**

**01.Ancillary job pertaining to Sterilized Flavoured Milk:**

- To collect milk from process section in clean cans and bringing other raw materials like sugar, milk, powder, essence, sanitizer, empty bottles etc. from store/anywhere in the plant premises, preparing mix as per the instruction of the Shift Incharge/authorised Supervisor.
- Empty 200ml. Bottles are to be cleaned rising by sanitizer properly before starting filling.

Signature of the Bidder.

- Filtration, filling in the sanitized bottles of 200 ml. Capacity (rinsing bottles in sanitizer), crown corking putting those crates in steriliser.
- After sterilization, removing the bottles from the steriliser.
- Transferring to dairy store, after cooling of the bottles fixing of label and to pack in cartons. Cartons are to be stacked properly inside the dairy store. Bottles may be packed in shrink packing and wrapping (As per required size).
- Cleaning of used can, sterilizer, steam nozzle, drain valve, rejected/short filled market return bottles & broken bottles sorted out during production, stored in the place as per the instruction of the Shift Incharge/authorised Supervisor.
- Transferring of cartons to go-down/ store and stacking properly.
- Cleaning of work place & equipments at the beginning of work and after completion of the job.

**02. Ancillary job pertaining to Paneer:**

- Preparation of work place and equipment i.e. cleaning of place(from manufacturing to packing) before production, cleaning/sanitization of all required equipments, hoops, tanks, vat etc. thoroughly. Collection of all required raw materials from store/anywhere in plant premises to the work place.
- All manufacturing steps of production of Paneer to be carried out i.e. heating of milk, coagulation, straining, hooping, pressing, putting blocks in chilled water, then removing blocks from chilled water and transferring them to cold store/new product cold store for drying, transfer the drying bulk from cold store/new product cold store to the cutting area, weight of bulk to be taken then cutting the paneer into required size, shape and weight, putting in printed pouches/machines for vacuum packing/thermo packing machine and printing. Then transferring those into consumer packs, in cardboard box/any suitable packaging & then pack into crates/cartons.
- Transferring the crates/cartoons to cold store as instructed by the authorised Supervisor/Representative.
- After production, the work place and equipments, utensils to be cleaned properly and the materials to be kept in proper place.

**Signature of the Bidder.**

### **03. Ancillary job pertaining to Chhenapoda:**

- Collection of required raw materials from store/ anywhere of plant premises to work place
- For production of chhenapoda, all the manufacturing and packing steps are to be carried out i.e. chhena collection from whey, straining, grinding of chhena, mixing all ingredients like suji sugar etc. application of Ghee as depanning agent in the S.S. tray, filling of mix in S.S. Tray or mould, weighing of S.S.tray or mould to the required quantity, baking by putting the S.S. tray or mould into oven.
- Transferring the packed materials to the cold store, bringing the same to packing room, removing blocks from S.S. tray/mould, weighing of Chhenapoda blocks, cutting of Poda to the required size & weight as per the requirement, putting those pieces in printed polystyren pouches/machines & vacuum sealing of the pouches, putting them into consumer packs, any suitable packets and cartons and transferring the cartons to cold store as assigned by the authorized Supervisor.
- Once the production and packing is completed, the equipments and work place are to be cleaned thoroughly as per direction of Supervisor, putting the materials in proper place, besides any other work as per the instruction.

### **04. Ancillary job pertaining to Production of Sweet Curd & Plain Curd in cup:**

- Transfer of Raw Materials to the manufacturing point from store/anywhere in the plant premises.
- S.S.Trays and S.S.Trolleys are cleaned properly and transfer to the work place.
- Preparation of mix as per the direction of Supervisor. Filling of the mix in 80gm/100gm/200gm/400gm/desired size in empty containers manually/semi automatic curd filling and sealing machine, putting lids on the manually, filled cups/sealing. Placing the filled in cups in cleaned aluminium/S.S.trays and S.S. trolleys, cleaning outer surface of manually filled cups by hot water.
- Transfer of the trolleys to incubation room and after proper incubation to product cold stores. Cleaning of vats, S.S. pipelines, containers working place, ,trays etc. after completion of the job.
- Cleaning the outer surface of the cups, Re-sealing/re-capping of not properly sealed caps, if any. Keeping it inside the carton of size 4Kg./8Kgs/10 Kgs/appropriate capacity and fixing of adhesive tapes on the cartons.

Signature of the Bidder.

- Transfer of the finished product cartons to the product cold store/despatch cold store.
- Cleaning of all equipments, pipelines, filling machine, overhead tank cold store and work site after completion of the job and keeping the unused cartons & other materials in proper place.

**05. Ancillary job pertaining to Production of Lassi and Butter Milk.**

- Transfer of Raw materials & Packing materials from store/anywhere in the plant premises to work site.
- CIP the pipelines, vats, storage tank, overhead tank and pouch filling machine before starting the work.
- Setting of curd for Butter Milk and Lassi following proper procedure as directed by the Supervising staff.
- Preparation of mix adding required spices. Essence to the mix as per the direction of the Supervisor.
- The machine should be cleaned properly before filling, transfer of final mix to overhead tank and packing in pouches of 200/250 ml. by automatic pouch filling machine. Putting exactly 50 pouches in bags or as instructed by Section in charge & stitching of bags, keeping the bags inside the cold store/despatch cold store.
- Cutting of leaky packets for re-packaging till the stock is exhausted, cleaning of vats, storage tank, overhead tank and pouch filling machine with inter connected pipe lines, work sites as per the direction of the Supervisor.

**06. Ancillary job pertaining to Production of Pouch Curd (Making & Packing).**

- Transfer of raw materials & packing material to work site, preparation of mix as per the direction of Production Supervisor.
- CIP the pipelines, vats, storage tank, overhead tank, pouch filling machine before starting the work.
- Transfer of mix to overhead tank and packing in pouches of required size by automatic pouch filling machine.
- Placing the pouches in properly washed and cleaned plastic crates like, milk packing and transferring the same to incubation room and finally to cold store after curd setting.
- Cleaning of equipments, pouch crates, pipelines, pouch filling machine, overhead cold store and work site after completion of the job.
- Transfer of filled up pouch crates from the product cold store to the work site.

**Signature of the Bidder.**

- Cleaning of outer surface of the pouch/segregation of leaky packets and placing exactly 20 pouches inside each 10 Kg. Capacity carton and fixing up adhesive tape on the same.
- Cutting up leaky packets and filling the curd in cans. These cans should be transferred to the place as per the direction of the Supervisor and cleaning of the work site after completion of the job, **staking of unused cartons in proper place**. Cleaning of pouch crates properly and stacking in appropriate place.

**07. Ancillary job pertaining to Production of Rabidi:**

- Collection of raw materials and packing materials from processing and store, cleaning of Rabidi making pan with the detergent and sanitizer as per the direction of the Supervising staff and heating the milk in vat and concentration of milk to the volume as directed by Supervisor.
- Addition of sugar as per the direction of the Supervisor and preparation of the finished Rabidi. The volume of finished product should be 33% of volume of milk.
- Filling the finished product in 80 gms/100 gms/required size cups, cooling in cold store, sealing manually/semi automatic cup filling machine, putting lids on the manually filled cups/sealing. Cleaning outer surface of the cups, arranging the same in the cartons and transferring to cold store. Cleaning of the work site and utensils/equipments before beginning of the work and after completion of the job. Transfer of finished products to product cold store/despatch cold store.

**08. Ancillary job pertaining to production of Khoa.**

- Collection of raw materials and packaging materials from store, cleaning of Khoa pan with the detergent and sanitizer as per the direction of the Supervising staff and heating the milk in vat, continuous kneading and concentration of milk to the volume as directed by the Supervisor.
- The volume of finished product should be min 20%- 25% of volume of milk or as instructed by the Supervisor/Shift In-charge.
- Filling the finished product in required size pouches, cbx, cooling in cold store, sealing manually/semi automatic filling & packing machine. Arranging the same in the cartons and transferring to cold store. Cleaning of the work site and utensils/equipments before beginning of the work and after completion of the job. Transfer of finished products to product cold store/despatch cold store.

Signature of the Bidder.

**09. Ancillary job pertaining to Ghee Production and Packing:**

- Collection of raw materials like, white butter/cream from processing area or from cold store and also the packing materials from store/anywhere in the plant premises to the work site.
- Print the packing materials as per the instruction of Supervisor.
- Preparation of Ghee from White Butter/Cream including blending by putting tin ghee, filtration, transfer for settling tank, brining ghee after preparation in Can/tin/barrel to ghee jar/tin packing room. Preparation of ins/jars of 200 ml/500ml, 1 ltr./5 ltrs/15 ltrs.tin or any other size. Filling with required quantity of Ghee as required for packaging in sealing machines. Putting the pack in cartons, sealing of cartons with gum tape (Bopp) and strapping tape, stacking of cartons in proper places, cleaning of ghee production utensils and packing area, arranging unused packing materials properly. Transfer of ghee cartons/tins to store/transfer to other units for sale or transfer.
- Cleaning of all equipments, pipelines, filling machine, Ghee tanks etc. and work site after completion of the job and keeping the unused cartons and other materials in proper place.

**10. Cleaning of Plant premises/Building as scheduled below:**

**Sl.No. I t e m.**

- I Cleaning/sweeping of floors of all the buildings inside the plant premises thrice daily.
- Ii Cleaning of all furniture once a day.
- III Cleaning of plant premises other than the building area twice a day
- IV Cleaning of all toilets twice a day.
- V Cleaning of hard park area twice a day.
- VI Cleaning of all equipments other than electrical items once a day.
- VII Cleaning of light fittings/fans twice a week.
- VIII Cleaning of window glasses, ceilings and walls once in a week.
- IX Cleaning of all manhole chambers connected to effluent treatment Plant in a fortnight.
- X Cleaning of surface drain in a day.
- XI Cleaning of soak pits once in a year. All required tools/tackles are to be provided by the bidder. Cleaning material like detergent, disinfectants shall be provide by plant.

**SCHEDULE-B: ICE CREAM PLANT:**

**1. Ancillary job pertaining to preparation of Mix:**

- Collecting all the packing materials from store/ anywhere of plant premises and print the packing material by machine/manually
- Collecting various raw materials like, milk, cream, WB,SMP,Sugar etc. reconstitution of Milk Powder.
- Preparation of Mix & fruits items, processing & ageing as per the requirement & instruction of supervisor, utilizing all required raw materials.

**Signature of bidder.**

- Storing in ageing tank, cleaning/sanitization of all equipments/pipelines, valves and used utensils and cleaning of work place before beginning of the work and after completion of job.

**02. Ancillary job pertaining to packing of Ice Cream in cups/cones/packets:**

- Collecting packaging materials from store as per requirement, transferring mix from ageing tank to continuous freezer through flavouring tank.
- Packing of Ice-cream in different size packets ( as per requirement), packing of Ice Cream in different size cups, cones, putting covers in cups, cones, transferring them into hardening rooms, followed by transferring to cold store, cups/cones in cartons, transferring the cartons to cold store.
- All type of Ice Cream packed in carton, whenever required for dispatch will be transferred to dispatch dock in appropriate time to maintain quality by the instruction of Supervising staff of the Unit. The said stock will be handed over to vehicle/party in safe. If not delivered, the said stock will be restored at appropriate store to avoid spoilage. All such activities will be under the instruction and guidance of supervising staff.
- Cleaning of work place before beginning of the work and after completion of job as per instruction of Section In-charge/Supervisor.

**03. Ancillary job pertaining to Packing of Candy/Lollies:**

- Transferring of mix to appropriate containers, putting mix in moulds , attaching stick in stick holders, fixing stick holders in moulds, transferring filled in moulds to Candy Machine, taking out the moulds after setting up of candy/lollies, transferring the candies with stick holders after proper process requirement.
- Putting the Candy/Lolly in wrapper, putting the packets in cartons and keeping the cartons in cold store.
- Cleaning and sanitization of all equipments, cleaning of work place before beginning of the work and after completion of job as per instruction of Section In-charge/Supervisor.
- All type of Ice Cream packed in carton, whenever required for dispatch will be transferred to dispatch dock in appropriate time to maintain quality by the instruction of Supervising staff of the Unit. The said stock will be handed over to vehicle/party in safe. If not delivered, the said stock will be restored at appropriate store to avoid spoilage. All such activities will be under the instruction and guidance of Supervising staff.
- Cleaning of Crate before and after use.

Signature of bidder.

**SCHEDULE-C: MISCELLANEOUS JOBS AT SAMBALPUR DAIRY:**

**(1) Loading & un-loading:**

- Loading and unloading of finished/raw materials like Ghee, empty bottles, WMC & any other milk, milk products & horticulture products from production/finished product go-down/ cold store to horticulture store/dispatch dock/other units of Omfed.
- Loading & unloading of raw materials like SMP, Poly Roll, Packing materials, Caustic to go-down.

**Hired manpower:**

- Hired manpower is required to be engaged in Maintenance, Laboratory, Processing, Product, Despatch Poly Pack, Marketing, Store Office, purchase, Ice-Cream Plant of Sambalpur Dairy.

All these above work should be carried out within the stipulated time and as per instruction of Section Incharge/Supervisor.

**Signature of Bidder.**



**DECLARATION**

I/We do hereby declare that I/We have gone through the above mentioned terms & conditions and agree to accept the same for submission of the tender & execution of the work in all respect.

Full Signature of Bidder

Address for Correspondence:

Place :

Date :

Telephone No.:

## DRAFT AGREEMENT

This Agreement is made on this day of -----

BETWEEN

The Odisha State Co-Op. Milk Producers, Federation Ltd., a society registered under the Co-Op. Societies Act.1962 having its registered and corporate office at D-2,Sahid Nagar, Bhubaneswar here in after referred to as “OMFED” (Which expression shall, unless repugnant to the context or meaning there of, include its successors in interest and assigns) of the one part.

AND

M/s . \_\_\_\_\_, referred to as “the CONTRACTOR” (which expression shall, unless repugnant to the context or meaning there of, include their success or in interest and assigns) of the OTHER PART.

Whereas OMFED, engaged in the business of production, processing and marketing of Milk, Milk products & Agri products has decided to engage labour on job contract and man-days basis through experienced contractors, having valid labour license, for carrying on its business at different places and published notice therefore in local news paper.

AND WHEREAS the CONTRACTOR, who is in the business of the said jobs and supplying labour for various jobs and having valid license for such purpose, has submitted his offer and negotiated the rates in pursuance of the notice to look after labour arrangement and deployment on job contract basis in OMFED.

AND WHERE AS in consideration of the offer of the CONTRACTOR and negotiation held, OMFED has decided to entrust the different works on job contract basis as indicated in the schedule, of its \_\_\_\_\_ unit to the CONTRACTOR on the terms and conditions here in after contained.

1. The agreement will be initially for a period of Three years with effect from Dt.----- to Dt.----- with an option for renewal of the same from time to time as per discretion of OMFED on the same or similar terms & conditions or such terms & conditions as may be mutually agreed upon.
2. The contractor shall look after labour arrangement of the above said unit and provide labour as and when required, for execution of various types of job on contract basis as specified in the schedules (ORDER DOCUMENTS) annexed hereto.
3. The rates as indicated in the schedule, include minimum wages prescribed by the State Govt.,P.F. ,E.S.I., GST, Bonus, Weekly off, National Holidays, Leave Salary, other Statutory dues and commission of the contractor, which shall be reimbursed/paid periodically to the CONTRACTOR by OMFED, if not mentioned otherwise in the schedule.
4. The payment shall be released by the Unit Head concerned of OMFED every month as stated in the Payment Clause of the Tender document. All statutory deposit and payment shall be paid to the contractor on reimbursement basis on production claim along with the proof of deposit evidence / proof of disbursement of payments.

5. The CONTRACTOR may seek pro-rata revision of rates mentioned herein except service charge in the event of revision of minimum wages by the Government of Odisha, Labour Department during agreement period and may claim differential payment therefore on acceptance of the proposal for such revision by OMFED, subject to compliance of direction, if any, to that effect. Besides statutory contribution and GST, as applicable from time to time, shall be paid on production of documents towards payment of the same.
6. The CONTRACTOR shall have to make payment to the Labourers engaged in the presence of the authorized representative of OMFED or Unit Head concerned by the 7<sup>th</sup> day of the successive month as per statutory requirements whether payment for the respective period so paid or not to the contractor by OMFED. The payment to the Labour engaged by the CONTRACTOR should not fall short of minimum wages prescribed by the State Govt. & taken into consideration by OMFED.
7. The CONTRACTOR shall have to produce all the supporting documents and photocopies of the challans in respect of deposits towards PF, ESI, GST and other statutory dues of the preceding month of the billing period for realization of payment in time as per the agreement. The Contractor shall ensure the deposit return before the PF Deptt. in time & to take responsibility to clear up outstanding dues if any, of the said period.
8. The CONTRACTOR shall ensure round the clock execution of jobs earmarked and assigned in time. The work assigned to Contractor shall be completed in specific time. No work shall be kept pending. In case contractor fails to complete the work in time, any loss or damage arising out of non-completion of work & engagement of outside labour, the same shall be recovered from the contractor from any amount payable to the contractor under the contract, as a debt payable by the contractor. If contractor fails to carry out the instruction as per contract, OMFED will deduct the sum as determined by Chairman-cum-Managing Director/Plant Manager as penalty from Contractor's Bill/Security deposit and shall terminate the contract on repetition of such default without any prior notice.
9. The CONTRACTOR shall comply with all the statutory requirements under various Acts and Rules as applicable to the establishment of OMFED, so also Contractor's Establishment pertaining to work entrusted to the Contractor and contract labourers engaged in the said job. In the event of non-compliance to the statutory requirements like deposit of PF, ESI & GST, the payment shall be held up without any notice till necessary compliance is made by the Contractor. However, liability of OMFED, if any, on account of such non-compliance of statutory provision shall be chargeable to the account of the Contractor and shall be deducted from the pending bills of the Contractor.
10. The CONTRACTOR shall not be allowed to engage labourers to work more than the prescribed working hours i.e. Eight Hours per day or forty eight hours in a week. However, under certain compelling circumstances like sickness of any labour on duty or proceeding on leave on compassionate ground only or as situation requires, permission may be granted by OMFED or on its behalf by the Unit Head or Authorized Officer to carry out the overtime for a specified period of time.

11. In case of any accident, the compensation as levied upon by the Competent Authority under Employees Compensation Act shall have to be paid by the Labour Contractor to the legal heir of the deceased or the person concerned in case of partial or total disablement.
12. That the CONTRACTOR is required to provide welfare and health facilities to the contract labours and must ensure that all the statutory obligations as per C.L. (R&A) Act, 1970 and Orissa Rules, 1975 and other Labour Acts and non-compliance of legal provision, he will be held solely responsible
13. The contractor shall finalize the actual deployment of labour in the assigned job in different shifts on the basis of availability of jobs in consultation with the concerned Unit Head, OMFED or his Authorized Representative or such other authorized Officer. The OMFED shall not be responsible to provide any work to the labourers, if the Unit remains closed due to the reason beyond control.
14. The CONTRACTOR will also ensure that labour remain detached from the influence of local anti social elements and not to indulge in any political or union activities.
15. The CONTRACTOR should ensure deployment of personnel, free from any criminal background or any police case and furnish the names and antecedents of all the labours at the time of deployment. All the deployed labour should be providing with photo identity card and should have PF & ESI number which shall have to be recorded in the movement/placement order as well as in wage sheet.
16. The labour contractor shall have to furnish a list of labourers along with their weekly off after ascertaining the actual requirement of no. of labourers from the OMFED (Plant Manager).The contactor will not have any claim or proportionate sharing of no. of labours supply with other contractor engaged in the plant.
17. The CONTRACTOR shall make good the losses sustained by OMFED attributable to the negligence or as a result of theft/Pilferage committed by the labour engaged by him. In the event of theft or pilferage or un-towards incident, the mater shall be reported to the police immediately. The contractor shall regularly pursue the matter with police Authority in the event of any complaint or F.I.R. lodged with the police authority and report the status of the case to OMFED from time to time.
18. The Contractor shall ensure that labours provided by him shall maintain discipline inside the campus and shall not work under influence of alcohol or prohibited drugs and shall behave in a decent manner to OMFED staff, Officers and visitors as well.
19. The CONTRACTOR shall deposit Rs.2,00,000.00 with OMFED / Respective Unit as interest free security deposit. If any loss arises due to negligence on the part of the contractor. OMFED shall deduct such amount from the security deposit of the CONTRACTOR.
20. The agreement is terminable with one month notice in writing from either side during the agreement period except as mentioned in Clause 8 of this Agreement. However, if Notice of Termination is given from the side of Contractor and OMFED fails to make any alternative arrangement during the notice period, Contractor shall continue to provide services as per the present terms of contract till OMFED makes such alternative arrangement, which shall not exceed three months, in any case.

21. The CONTRACTOR shall at his own expenses return/handover the possession of materials at its disposal to the concerned Unit Head of OMFED or Authorized Representative in a peaceful manner after termination of this agreement.
22. In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Chairman-cum-Managing Director, OMFED by either party and decision of Managing Director OMFED shall be final and binding on the parties and in no case will be subject to any judicial scrutiny.
23. In case of any dispute or differences pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar will apply since the present agreement is entered into between the parties at Bhubaneswar. Despite of the prescription under Clause 22 of this Agreement, if any party has any grievance, it will be under the territorial jurisdiction of appropriate Court at Bhubaneswar.

IN WITNESS WHERE OF the parties have executed this presents on the day, month and year first above written.

**For & on behalf of the Contractor.**

████████████████████

Authorized Signatory of the Contractor

(With Seal)

**For & on behalf of OMFED**

████████████████████

Authorized representative of the Odisha State  
Co-Op Milk Producers' Federation Ltd. D-2,  
Sahid Nagar, Bhubaneswar -751007.

(With Seal)

Signature in presence of

01.

02.

01.

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